



JOB OPPORTUNITY

If it's a challenging position you're looking for, we have the ideal job for you.

CLASSIFICATION: *STAFF SERVICES MANAGER I (SPECIALIST)*

TENURE/TIME BASE: *PERMANENT/FULL TIME*

BUREAU/SECTION: *CALIFORNIA BUSINESS INVESTMENT SERVICES*

SALARY: *\$5079 - \$6311*

SUMMARY: The Staff Services Manager I (Specialist) will receive direct supervision from the Staff Services Manager II (Supervisor) of the California Business Investment Services (CalBIS) unit, and general program direction from the Deputy Director, CalBIS.

DUTIES:

- Exercising a high level of technical expertise and independence, manage statewide business development opportunities, presented by domestic and international companies, to establish and/or expand operations creating and/or retaining substantial numbers of California jobs and thereby increasing economic stability within the state. Duties include:
 - Direct the confidential site selection process on behalf of client businesses, evaluating the most suitable communities in California for the expansion or retention of business activities and employment opportunities. The process involves meeting with site location consultants, corporate real estate and other high-level business executives, developing a detailed understanding of the client's requirements and applying expertise in matching those requirements with suitable labor markets, real estate, infrastructure, and unique California business opportunities.
 - Interact with state, federal, and local officials, and private service providers; coordinate and lead tours of communities matching client requirements; and advocate on behalf of clients toward the successful creation or retention of jobs. Record all contacts, companies and opportunities in CalTrax, a proprietary client relationship management (CRM) database.
 - Serve as technical expert and recognized authority on the process used by business to evaluate states' business climate/resources, markets, and communities for both the expansion of operations or relocation of operations from California.
 - Serve as a technical expert and recognized authority on the full array of business assistance programs and incentives including those offered by the Employment Development Department (EDD), Workforce Investment Boards, Community Colleges, Employment Training Panel, California Infrastructure and Economic Development Bank, Franchise Tax Board, Board of Equalization, Housing and Community Development, U.S. Department of Housing and Urban Development, U.S. Department of Agriculture, investor and municipally-owned utilities, Small Business Administration, Treasurer's Office, United States Department of Commerce, California Integrated Waste Management Board, and local communities.
 - Oversee the research, analysis, preparation and presentation of highly complex and sensitive statewide business expansion and retention proposals to client companies. Direct the involvement of external experts in presenting business opportunities, programs, and services. Lead interaction, on behalf of the Governor's Office, the

Governor's Office of Business and Economic Development and the State of California, with high-level business executives considering new or expanded business activity, or re-location of operations from California.

- Regularly advise the Director, the Chief Deputy Director, the Deputy Director, CalBIS, and the Governor's Office on business climate issues and factors influencing companies' decisions to invest in California and create new jobs. This involves staging weekly conference calls, preparation of monthly reports and briefings as appropriate.
- Showcase the assets and attributes of California's business climate to corporate real estate executives, site location consultants, and other high-level business professionals. Duties will include:
 - Participating in targeted marketing and promotional efforts such as the northern and southern California chapter meetings of CORENet, the world's premier association of corporate real estate executives.
 - Participating in events, conferences, missions and tradeshow with statewide organizations (e.g. California Commission for Economic Development); regional marketing organizations; and, local economic development corporations with a vested interest in the economy and job retention/creation.
 - Collaborating with the Labor & Workforce Development Agency and the EDD marketing and communications staff to promote CalBIS services, enhance website development, improve products and deliverables, and promote success stories.
- Develop and maintain a "Business Tool Kit", a collection of resources that will enhance the capacity of businesses, the economic development community, and local EDD personnel to understand and access the workforce and economic development programs of the State of California and the federal government. Duties will include:
 - Monitor the changes and additions to workforce and economic development programs available to California businesses.
 - Collect and process labor market information in a manner consistent with the general needs of businesses evaluating California for the creation of new jobs.
 - Prepare either electronic systems or published materials that will convey all elements of the "Business Tool Kit" to target audiences.
- Independently develop and execute a strategy to connect California businesses with the full range of services provided by the GO-Biz. Duties include:
 - Liaison with national, state, and regional employer organizations in an effort to educate California businesses on the services of EDD and its one-stop partner organizations, and to remain apprised of labor market developments that can result in new job or training opportunities.
 - Expand and enhance the reach of local EDD personnel to the business community by creating a linkage to relationships developed with employer organizations and the broader economic development community in California.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Economic development strategies, organizational management, human resources, business financing, business taxation, environmental regulations, local government finance, and commercial/industrial real estate development.
- Federal, state and local programs applicable to business and job development.
- Principles of consensus building and strategies for directing highly sensitive business development projects.
- Statewide workforce and economic development trends and issues.
- Techniques used in researching and analyzing business development opportunities.
- Principles and practices of program management.

Ability to:

- Work independently with only general oversight.
- Develop policy, conduct and implement strategic planning, and evaluate programs.
- Write reports, proposals, and analyses.
- Work cooperatively and in coordination with other staff, state and federal agencies, and local organizations.

- Plan and conduct meetings, conferences and seminars, and make presentations at public events.
- Assume responsibility for complex, sensitive consulting projects of a multi-issue, multi-jurisdictional, highly regulated or environmentally sensitive nature.

SUPPLEMENTAL APPLICATION:

Please provide a two page typewritten response to the following questions. Responses will be reviewed for those that demonstrate experience and understanding of the subject matter and that meet the GO-Biz needs.

1. Please describe your experience, if any, with working in Microsoft Office and a database such as CRM.
2. Please describe your experience, if any, working with Economic Development groups.
3. Please describe your experience, if any, working on legislation to resolve a specific problem or issue.
4. Please describe your experience, if any, in working with business owners or executive decision makers in relation to workforce development, business incentives, or real property.
5. Please describe your experience, if any, with federal and California agencies and/or their staff generally.

APPLICATION PROCESS:

Interested individuals who are currently at the above classification or eligible for transfer, reinstatement or list appointment may apply by sending an application (STD 678) and a supplemental application to the California State Library on behalf of Go-Biz, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the Human Resources Services Office, Library & Courts Building II, 900 N Street, Suite 400. The STD 678 can be accessed through the CalHR website at www.CalHR.ca.gov.

All applicants should include their social security number (for eligibility verification) where indicated and must clearly indicate the basis for their eligibility and note position number 373-101-400-002 in the "Examination(s) or Job Title(s) for which you are applying" on the standard application form (STD 678).

ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. SROA and SURPLUS applicants must submit a copy of their letter with their application. Failure to provide this information may result in automatic disqualification from the hiring process.

Applications will be screened and only the most qualified candidates will be interviewed. All methods of appointment will be considered. Applications will be accepted until 12/02/2013.

EQUAL OPPORTUNITY EMPLOYER

The Governor's Office of Business and Economic Development is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.